

# DAVIS CEMETERY DISTRICT

A Designated Arboretum  
820 POLE LINE ROAD  
DAVIS, CA 95618  
(530) 756-7807  
www.daviscemetery.org

**Date: February 19, 2025**

**Time: 3:00 pm**

**Location: 820 Pole Line Rd, Davis, CA 95618**

**Board of Trustees:** Chairperson Kate Bowen (remote), Vice Chairperson Stephen Souza Board Members: Heidy Kellison, Gail Jankowski (excused), Ro Mottsmith, and Joseph Cattarin.

**Staff:** District Superintendent Jessica Smithers; Assistant Superintendent Judy Fisher

**Guests:** Deputy Supervisor District 4, Oliver Snow; Assistant Deputy to Supervisor Allen, Lysette Marshman

## **Open Session**

I. Call to Order 3:01pm

II. Approval of the Agenda (5-0-0)

III. Trustee Announcements

a. Conflict of Interest

None

b. Trustee Dean Thank You & New Trustee Mottsmith Welcome

IV. Public comment

Trustee Emeritus, Larry Dean spoke about his service on the cemetery board. Lysette Marsham introduced herself as the new Assistant Deputy to Shiela Allen.

V. Approval of the Minutes (4-0-1)

Trustee Mottsmith abstained from approving the minutes as this was their first meeting.

VI. Informational Items

a. Superintendent's Report

Presented and received.

b. Expansion Project Update

Next steps will be an administrative review by the City of Davis planning staff as well as a Certificate of Appropriateness application since the District is a designated historical site.

c. Cremation Garden Niche Pillars

The cremation garden niche pillars have been installed in the cremation garden and are available for purchase. The pillars have been priced the same as the inground cremation niches.

VII. Action Items

a. Appoint Budget Subcommittee

Per board policy, the board is to appoint a two-person subcommittee to collaborate with the superintendent to prepare the 2025-26 budget and fee schedule for review. This committee will also review the staff compensation policy. Trustee Cattarin and Trustee Bowen volunteered to be appointed. Motion to approve Trustee Cattarin and Trustee Bowen as the budget subcommittee. Stephen Souza 1st, Ro Mottsmith 2nd, (5-0-0)


b. Q-Section Advance Sale Proposal

Grace Valley Christian Church has expressed the desire to purchase an additional 50-60 plots near their current interment location in SE-section. The newly plotted Q-section would be the ideal location for Grace Valley's interment expansion. The Superintendent suggested a pre-sale program, allowing anyone to purchase 10+ plots to take part in a pre-sale program. Discussion occurred.

Motion to draft a guiding policy on how expansion areas are released to the public. Heidy Kellison 1st, Joe Cattarin 2nd, (5-0-0)

**Adjournment**  
**3:55pm**

**Next meeting date is set for Wednesday, April 16, 2025**

A handwritten signature in black ink, appearing to be "J. Kellison", is written on a light gray rectangular background.